

	Montana Operations Manual <i>Policy</i>	Policy Number	1120.X02
		Effective Date	August 16, 2011
		Last Revised	August 16, 2011
Issuing Authority	State of Montana Chief Information Officer		
Information Technology Planning			

I. Purpose

This **Statewide Information Technology Planning Policy** (Policy) establishes the Information Technology planning responsibilities and actions required under the Montana Information Technology Act and its associated Administrative Rules. This Policy, along with its associated Standard and Procedures, defines the enterprise Information Technology planning requirements, the planning cycle, and the major milestones and deliverables.

II. Scope

This Policy applies to the State Chief Information Officer (CIO) and to all executive branch agencies (Agency), excluding the university system, and other service providers (e.g. independent contractors) who have access to, use or manage Information Technology.

III. Policy Statement

The development of Information Technology must be conducted in an organized and cost-effective manner utilizing the Control Objectives for Information and related Technologies (CobiT®) Business Orientation Maturity Framework (Framework), where applicable.

IV. Roles and Responsibilities

A. Agencies

1. Each Agency shall develop and maintain an Agency Information Technology Plan. Agencies shall submit their plans to the CIO according to a schedule adopted by the CIO and using standards, forms, and formats specified by the CIO.

2. Each Agency shall prepare and submit to the CIO an Agency Biennial Information Technology Report that evaluates progress toward the objectives articulated in its Agency Information Technology Plan. Agencies shall submit their Agency Biennial Information Technology Reports to the CIO according to a schedule adopted by the CIO and using standards, forms, and formats specified by the CIO.

B. The CIO

1. The CIO shall review and approve each Agency's Agency Information Technology Plans.
2. The CIO shall establish and enforce a State Strategic Plan for Information Technology. The CIO shall utilize the Framework where applicable.
3. The CIO shall prepare a State Biennial Report for Information Technology based on Agencies' Information Technology Plans and performance reports and other information considered appropriate by the CIO.

V. Definitions

Agency: Any entity of the executive branch, excluding the university system.

Agency Biennial Information Technology Report: An Agency report that evaluates progress toward the objectives stated in its Agency Information Technology Plan.

Agency Information Technology Plan: Each Agency develops and maintains an Agency Information Technology Plan. An Agency Information Technology Plan includes a statement of the Agency's mission, goals, and objectives for information technology to provide mission-critical services to Montana citizens and businesses.

CobiT® Business Orientation Maturity Framework (Framework): Consists of linking business goals to Information Technology goals, providing metrics and maturity models to measure achievement, and identifying the associated responsibilities of business and Information Technology process owners.

Information Technology: Hardware, software, and associated services and infrastructure used to store or transmit information in any form, including voice, video, and electronic data. Reference 2-17-506(7), MCA.

State Biennial Report for Information Technology: A State report that is based on Agency Information Technology Plans and performance reports. The report includes an analysis of the state's Information Technology infrastructure, an evaluation of performance relating to Information Technology, an assessment of progress made toward implementing the State Strategic Plan for Information

Technology, an inventory of state Information Technology services, equipment, and software, Agency budget requests for major projects, and other information as determined by the CIO or requested by the Governor or the Legislature.

State Strategic Plan for Information Technology (State Information Technology Plan): A report that establishes the statewide mission, goals and objectives for the use of Information Technology, and establishes the strategic direction for how Agencies will develop and use Information Technology resources to provide state government services.

VI. Requirements

The CIO has established the Information Technology Planning Standard (Standard) utilizing the business orientation Framework where applicable. The CIO and Agencies shall implement Information Technology planning and reporting requirements using this Standard.

VII. Enforcement

The CIO is responsible for the Policy's implementation and enforcement. The CIO shall monitor compliance and make enforcement recommendations to the appropriate level of management given the particular circumstances.

VIII. Changes and Exceptions

The [Statewide Procedure: Developing Statewide Information Systems Procedures and Guidelines](#) shall govern procedure changes or exceptions. Submit requests for a review or change to this instrument by an Action Request form. Submit requests for exceptions by an Exception Request form. Changes to procedures shall be prioritized and acted upon based on impact and need.

IX. Closing

Direct questions or comments about this Policy to the State of Montana Chief Information Officer at [SITSD Service Desk](#), or:
PO Box 200113
Helena, MT 59620-0113
(406) 444-2700
FAX: (406) 444-2701
References

X. References

A. Legislation

1. [2-17-505, MCA](#), Policy

2. [2-17-512, MCA](#), Powers and duties of department
3. [2-17-514, MCA](#), Department – enforcement responsibilities
4. [2-17-516, MCA](#), Exemptions
5. [2-17-521, MCA](#), State strategic information technology plan – biennial report
6. [2-17-522, MCA](#), State strategic information technology plan – distribution
7. [2-17-523, MCA](#), Agency information technology plans – policy
8. [2-17-524, MCA](#), Agency information technology plans – form and content – performance reports
9. [2-17-526, MCA](#), Information technology project budget summary
10. [2-17-527, MCA](#), Agency information technology plans – review and approval – updates

B. Policies, Directives, Regulations, Rules, Standards, Procedures, Memoranda

1. Statewide Policy: Establishing and Implementing Statewide Information Technology Policies and Standards
2. Statewide Procedure: Establishing and Implementing Statewide Information Technology Policies and Standards
3. Statewide Information Technology Planning Standard
4. State Strategic Plan for Information Technology Procedure
5. Agency Information Technology Plan Procedure
6. Biennial Information Technology Reporting Procedure

XI. Administrative Use

A. Scheduled Review Date: January 1, 2012

B. Changes: NA